

Transit Benefit Application System Approver Training

updated September 25, 2017

AGENDA

- > Purpose
- > Approver Role
- > Application Review Process
- > The Portal
- > Features & Benefits
- > The Demonstration

TRANServe Web Application

Why are We doing this?

- > Increased efficiency
- **Eliminates use of paper**
- > Better Internal Controls
- > User Friendly

TRANServe Web Application

- > Increase efficiency
 - Streamline verification/approval process
 - Fewer errors
 - Easy to read

TRANServe Web Application

- **Elimination of paper**
 - Supports Green Initiatives
 - Participant information is more secure
 - Application history is stored on secure server

Personally Identifiable Information

Name

Employee ID

Office Phone

Home Address

Office Address

Supervisor's Name

Better Internal Controls

- **■** Program Management Expertise
- Applicant Primarily Responsible
- Recoups unused funds
- Requires Government email

User Friendly

- Application Routing
 - Faster to apply, withdraw or recertify & get approved
- **Commuting Cost Expense Worksheet**
 - -Auto-calculates
 - -Dynamic help menus

So, Where do I fit in?



Transit Benefit Application Overview of Major Steps

Participant

Participant...

- Registration
- Training
- Application
- Updates
 - Notification of changes
 - Recertify

First Approver

Supervisor...

- · Verifies Training
- Reviews Application for Reasonableness
 - Reviews Cost
 - Agency Info

2nd, 3rd Approver

Transit Benefit Coordinator

- Supports 1st
- Answers Program ?'s
- Monitors Costs
- Reviews Application
 - Admin
 - POC
 - Growth

TRANServe

Transit Benefit Manager

- Supports TBCs
- Final Approvals
- Provides the Benefit to Approved Participants

https://www.transportation.gov/transerve/

TRANServe Website – Your Resource





Transit Links Contact Us

TRANServe Home

News

Active Bicycle Commuting

Participants

SafeTrack

TRANServe Card

Resources

Returning Excess Funds

Participants

Federal employees committed to using mass transportation for their home to work to home commute are eligible to receive the federal transit benefit.

TRANServe supports you with simplified access to transit authority information. electronic applications, how-to instructions and other resources that encourage your use of mass transportation as your primary means of commuting from home to work. The transit benefit is a subsidy, not an entitlement. Simply stated, it can go away.

Protect your transit benefit by following a few basic rules:

- Apply using your Agency's established application process
- Spend the transit benefit to make a direct purchase through your transit authority
- · Ride mass transportation for the bulk of your own home to work to home commute
- Comply with your Agency's Transit Benefit Program Policy

Always Protect Your Transit Benefit - Any month the amount you receive exceeds the amount you use, you must return the excess funds to your Agency!

Report Waste, Fraud and Abuse to your Agency Point of Contact or Inspector General Hotline

Related Links

· Apply Now

Contact Us

TRANServe

1200 New Jersey Avenue, SE Washington, DC 20590 United States

TRANServe@dot.gov



Share







Your Page

- > The U.S. Air Force Participants Page
 - Enables your employees to self serve
 - Centralizes Program Information
 - Portal to the Web Application...
 - https://www.transportation.gov/transerve/participants/USAF



FAOs Transit Links Contact Us

TRANServe Home

News

Active Bicycle Commuting

Participants

SafeTrack

TRANServe Card

Resources

Returning Excess Funds

Participants

Federal employees committed to using mass transportation for their home to work to home commute are eligible to receive the federal transit benefit.

TRANServe supports you with simplified access to transit authority information. electronic applications, how-to instructions and other resources that encourage your use of mass transportation as your primary means of commuting from home to work. The transit benefit is a subsidy, not an entitlement. Simply stated, it can go away.

Protect your transit benefit by following a few basic rules:

- · Apply using your Agency's established application process
- · Spend the transit benefit to make a direct purchase through your transit authority
- Ride mass transportation for the bulk of your own home to work to home commute
- · Comply with your Agency's Transit Benefit Program Policy

Always Protect Your Transit Benefit - Any month the amount you receive exceeds the amount you use, you must return the excess funds to your Agency!

Report Waste, Fraud and Abuse to your Agency Point of Contact or Inspector General Hotline

Army Regions

STATE

Treasury - HO Treasury - MINT

TRE-TIGTA

US AIR FORCE

US COURTS - BALTIMORE

US DISTRICT COURTS MD

USCG

USDA

USNAVY

Updated: Thursday, September 14, 2017

Related Links

Apply Now

Contact Us

TRANServe

1200 New Jersey Avenue, SE Washington, DC 20590 United States

TRANServe@dot.gov

Share









United States Department of Transportation

About DOT | Our Activities | Areas of Focus

Search DOT site



Transit Links Contact Us

TRANServe Home

News

Active Bicycle Commuting

Participants

SafeTrack

TRANServe Card

Resources

Returning Excess Funds

U.S. Air Force

Required Training:

· Transit Benefit Integrity Awareness Training

Application:

USAF Transit Benefit Program Enrollment/Change Application

Transit Benefit Guides:

- . USAF APPLICANT Quick Guide
- USAF APPLICANT Complete Guide
- USAF APPROVER Quick Guide
- USAF APPROVER Complete Guide
- FREQUENTLY ASKED QUESTIONS

Policy Documents:

- Transit Policy Directive
- Vanpool Policy



TRANServe

1200 New Jersey Avenue, SE Washington, DC 20590 United States

TRANServe@dot.gov

Share









How Do I Access the Application System?

Go to: https://www.transportation.gov/transerve/

Click: Participating Agencies Apply/Recertify

Select: USAF

Click: Application System Link



Step 1: Create An Account

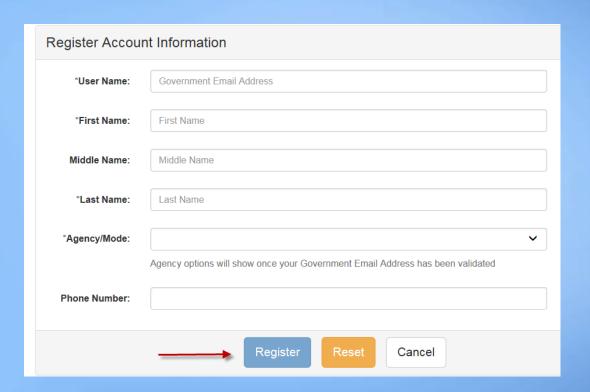
Use your official federal government email address to create a User Account Profile

Complete the Registration Form

Login		
*User Name:	Government Email Address	
*Password:	Enter password	
	Log In	Forgot Password?
	Not registered yet? Register	

Click "Register"

The first time in – Complete this simple form



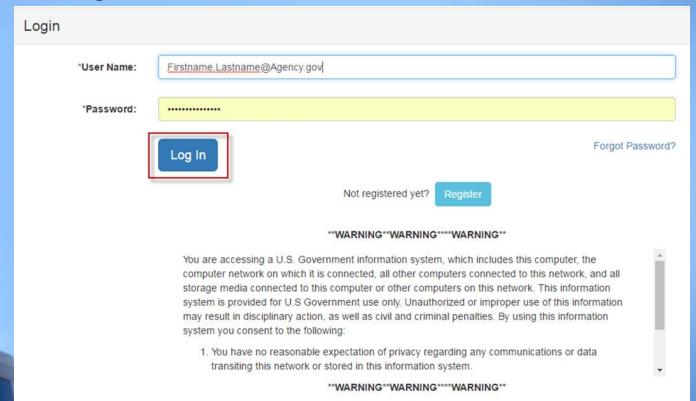
A temporary password is emailed to you at your official federal government email address.

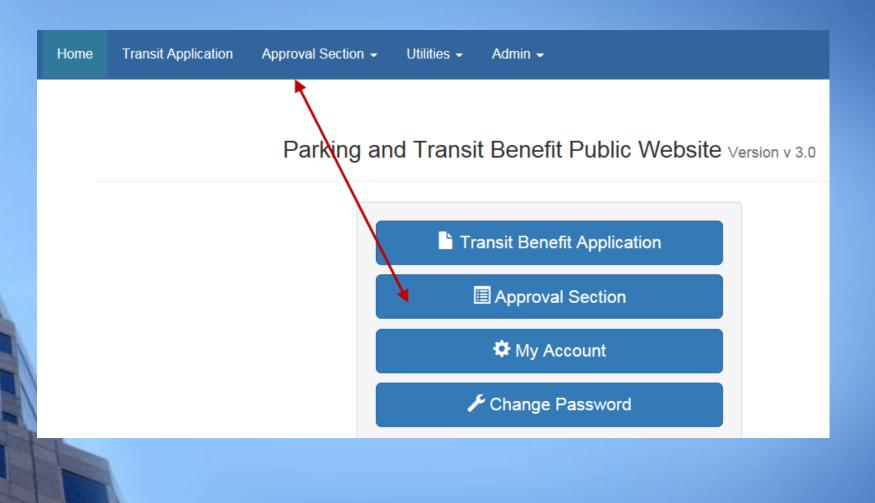
Login *User Name: Firstname.Lastname@Agency.gov *Password: Forgot Password? Log In Not registered yet? **WARNING**WARNING*** You are accessing a U.S. Government information system, which includes this computer, the computer network on which it is connected, all other computers connected to this network, and all storage media connected to this computer or other computers on this network. This information system is provided for U.S Government use only. Unauthorized or improper use of this information may result in disciplinary action, as well as civil and criminal penalties. By using this information system you consent to the following: 1. You have no reasonable expectation of privacy regarding any communications or data transiting this network or stored in this information system. **WARNING**WARNING***

Create a Password

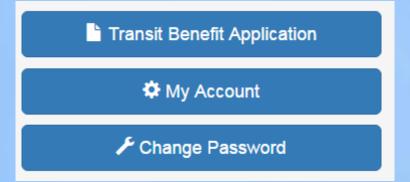
Change Password					
*Current Password:	•••••				
*Create New Password:					
*Confirm New Password:					
*Create a Hint:	My favorite time of year				

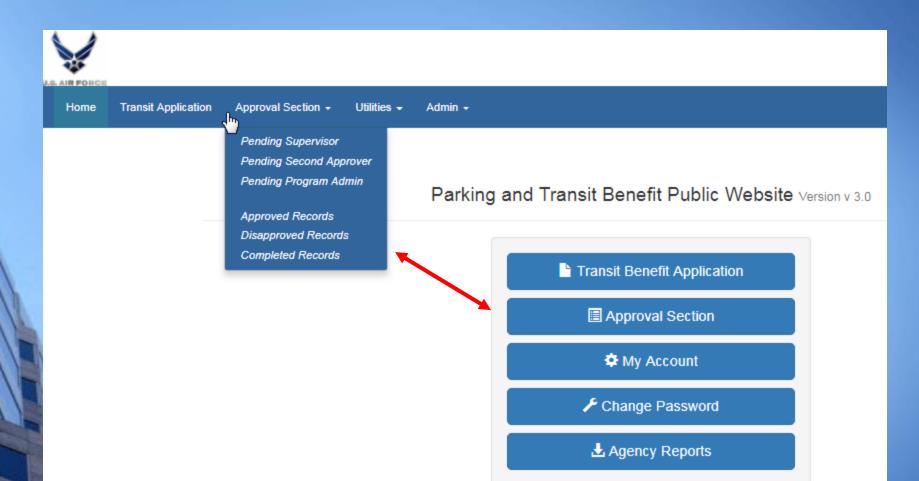
Log in





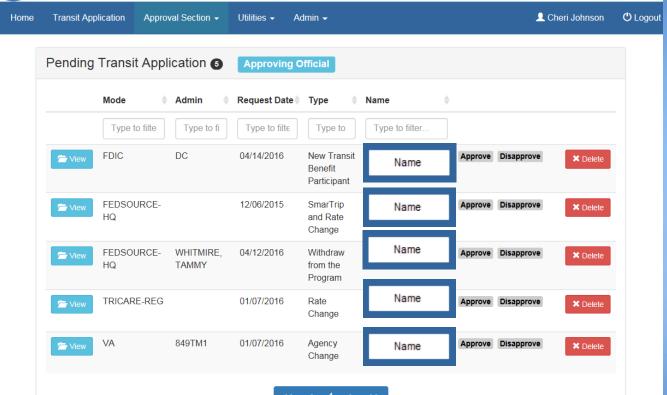
Select an Activity

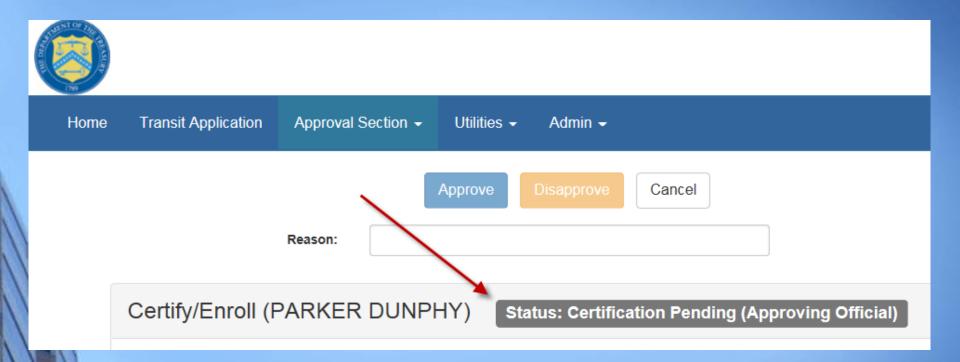


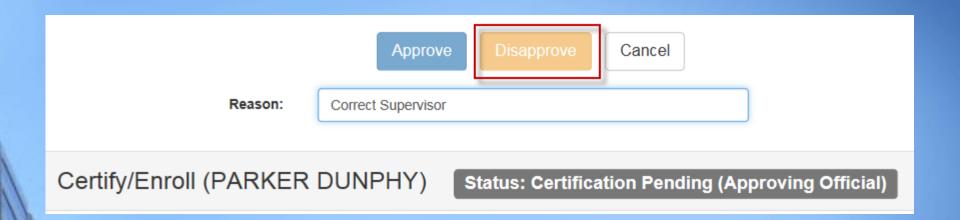












Review Application History

Application History [3924]

Action Date	Action	Action By
03/02/2016 10:39:45AM	Annual Certification/Recertification Request sent to Manager/Fund Certifier	Cheri Johnson
03/02/2016 08:18:45AM	Annual Certification/Recertification Entered	Parker Dunphy

Always follow your Agency work schedule policy for specific guidance on the Days per Month entry.

Defined work schedule examples:

- If you work a Basic schedule of 8-hours per day, the average amount of 20 Days can be entered into the Days per Month column
- If you work a Flex Schedule of 9-hours per day, the average amount of 18 Days can be entered into the Days per Month column
- If you work a Compressed schedule of 10-hour days, the average amount of 16 Days can be entered into the Days per Month column
- · If you telecommute or work part time, enter the number of days you actually commute to/from work.

Bus to Work:	MBTA	\$1.00	10	\$10.00		
	Name of Company	Daily Expense	Days per Month	Monthly Expense		
Bus from Work:	MBTA	\$1.00	10	\$10.00		
	Name of Company	Daily Expense	Days per Month	Monthly Expense		
Every Transit Benefit Program Participant is responsible to adjust the amount of their transit benefit each month to reflect the actual cost of their home to work commute.			Total Monthly Expense:	\$20.00		

Transit Benefit Program Application

Smart Benefits Program: NO

Identifier: ****

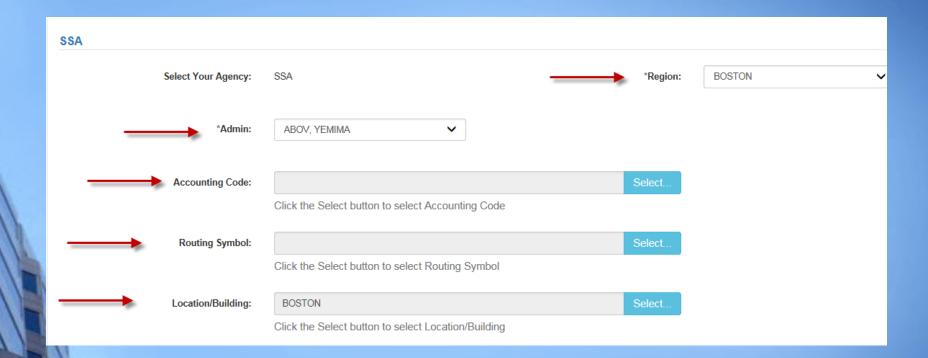
Name: DUNPHY PARKER T.

(Last) (First) (Middle)

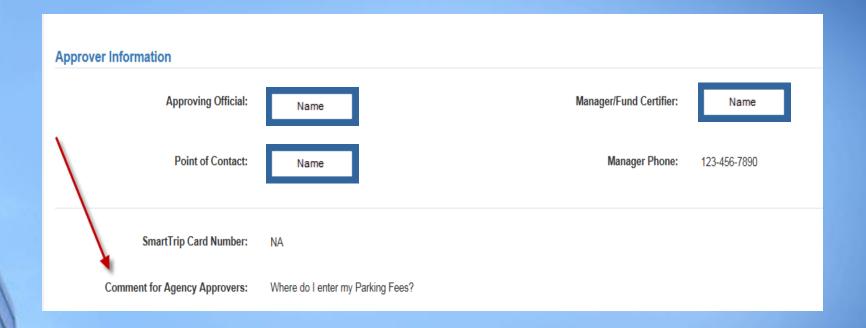
Email Address: parker.dunphy@ssa.gov

Work Phone: (123) 456-7890

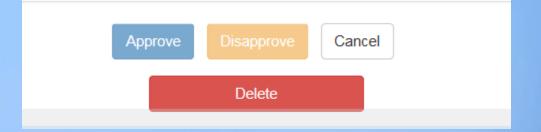
Common Identifier: SSA TRANSIT Work Zip Code: TESTING

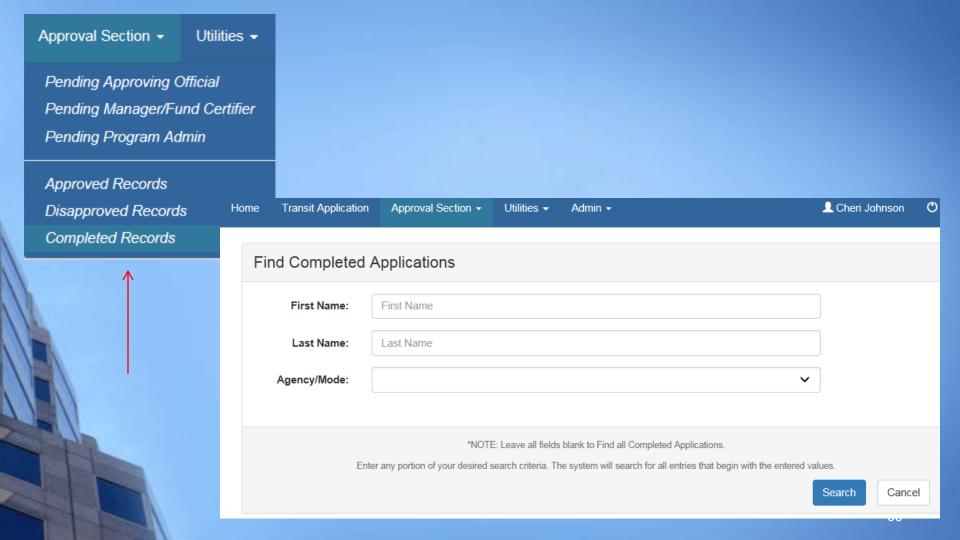


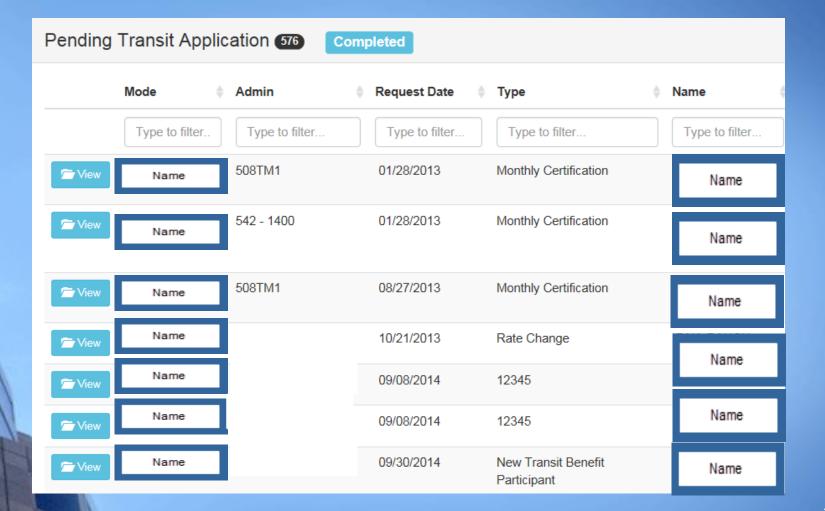
I certify that my usual monthly Transit commuting costs are: \$237.2 **Work Information** Work Address: 1234 Ocean Parkway Work City: Work State: Oklahoma City OK Work Zip: 12345 **Residence Information** Address: 98765 Beech Drive City: Suburban State: OK 12347

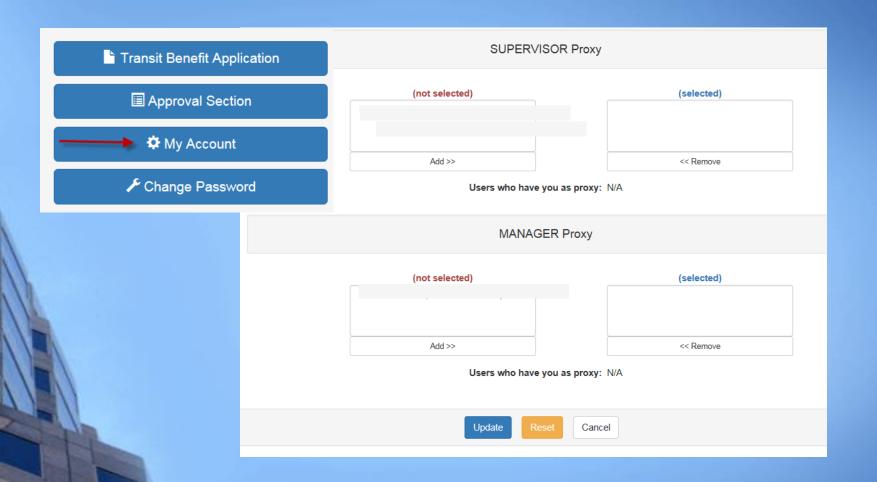












For Recertification, other application changes, User Guides & this Training always refer to the TRANServe website



https://www.transportation.gov/transerve

It's Time For You To Register!

- 1. Open a browser
- 2. Go to: https://www.transportation.gov/transerve
- 3. Click: PARTICIPATING AGENCIES: APPLY/RECERTIFY
- 4. Scroll down to "USAF"
- 5. Click: Presidio Transit Benefit Program Enrollment/Change Application
- 6. Click" Register

Do you have Questions?

First Consult the Approver's Guide on TRANServe.dot.gov

If you still need help, email your Transit Benefit Coordinator
or your DOT TRANServe Transit Benefit Manager

